



Enlight Solutions

SUPPORT | ORGANIZE | EMPOWER

*Flexible Support
for a More Productive You*

VIRTUAL ASSISTANT SOLUTIONS
TAILORED TO YOUR BUSINESS NEEDS



Light Administrative Support

Essential support to keep your day-to-day operations organized and running smoothly.

HOURS & FOCUS

5 hours per week

Ongoing administrative maintenance for one primary workflow.

BEST FOR

- ✓ Solopreneurs and small business owners
- ✓ Calendar management
- ✓ Inbox organization
- ✓ Routine data entry
- ✓ Essential backend support

\$125/week

5 hours of dedicated support

GET STARTED



Admin Essentials

Consistent support to help you stay organized and focused on what matters most.

HOURS & FOCUS

12 hours per week

Ongoing administrative coordination and operational support.

BEST FOR

- ✓ Busy founders and small business owners
- ✓ Client follow-ups
- ✓ Calendar and inbox management
- ✓ Data entry and CRM maintenance
- ✓ Day-to-day coordination

\$270/week

or \$1,050/month

GET STARTED



Operations & Growth

Streamlined systems and project support to help your business run more efficiently and scale with confidence.

HOURS & FOCUS

18 hours per week

Workflow management, project coordination, and operational support.

BEST FOR

- ✓ Growing businesses
- ✓ Workflow organization
- ✓ Project tracking
- ✓ Vendor coordination
- ✓ Process management
- ✓ Specialized workflows

\$405/week

or \$1,575/month

GET STARTED



Executive Management

A proactive partnership designed to give you more time, greater focus, and seamless operations.

HOURS & FOCUS

24 hours per week

High-level administrative partnership and executive support.

BEST FOR

- ✓ Established executives and business leaders
- ✓ Priority access
- ✓ Meeting preparation
- ✓ Executive scheduling
- ✓ Communication coordination
- ✓ Full operational gatekeeping

\$540/week

or \$2,100/month

GET STARTED



SAVE TIME



STREAMLINE OPERATIONS



FOCUS ON GROWTH



A TRUSTED PARTNER

Let's Build a More Organized Tomorrow